

SH&G

September 9, 1982

Central Intelligence Agency  
Office of Logistics  
C.I.A. Headquarters  
Washington, D. C. 20505

Attention:

STAT

Re: Headquarters Building Project  
Supplemental Proposal Information

Gentlemen:

This letter is in response to your letter of September 1, 1982. Unfortunately, your letter was not received until 11:30 a.m. on September 7, 1982. Since that time we have been intensively re-checking our proposal so that this letter can be received on September 10, 1982 as you requested.

For project record, SH&G received the RFP on August 9, 1982. The Scope of Work was given a detailed analysis and we extrapolated our experience on similar work where the Scope was not totally defined. 1550 hours were spent on the proposal from August 9, 1982 to the date of delivery, August 27, 1982.

Our review of the proposal has turned up some significant errors and omissions which are tabulated in Attachment A.

Recognizing that a complete job is necessary we made some significant assumptions during the preparation of the proposal, however, they were apparently not clearly presented. Therefore on an accompanying sheet, Attachment B, please review the assumptions we made which lead to increased cost to some of the isolated elements in the proposal. Because these assumptions generate significant project costs and because they are, in our opinion, critical to the successful completion of the project we feel that a meeting would be beneficial wherein we can mutually agree on a Scope of Work needed for the design of this facility.

For your information, we have also prepared a list, Attachment C, of security costs included in the proposal but which may not be readily identifiable. When this list was prepared we were surprised at the large proportion of the proposal generated by security requirements. These costs were in direct response to directives given our security officer by the three representatives of your staff during their inspection of our facility on August 18 and 19. Security has had a major impact on the proposal preparation.

Smith, Hinchman & Grylls Associates, Inc.

455 West Fort Street, Detroit, Michigan 48226 313/964-3000 810/221-9463 Telex  
Architects Engineers Planners  
A Member of The Smith Group Inc.

James R. Livingston, AIA Group Vice-President

September 9, 1982  
Central Intelligence Agency

Page 2

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Design Phase and Construction Phase Fee Breakdowns, Attachment D, are enclosed. Both tabulations relate directly to the proposal as submitted.

After your review of the enclosed material please contact us if we can provide you with any further information. While we have attempted to delineate the major elements of the proposal which would help your further evaluation, a meeting to discuss scope would be very valuable and time efficient.

Very truly yours,

STAT

Group Vice President

jrl/sas

## PROPOSAL REVISIONS

DESCRIPTION	ADJUSTMENT IN \$
Power House arithmetic error for Mechanical and Electrical engineering team	- 500,000*
Office Layout Design (fit-up phase) G & A mark-up was wrong	+ 130,981*
Record Document G & A mark-up was wrong	+ 35,320*
Consultants - Add Topographic Site & Utility Survey	+ 66,000
Design Phase Mailing, Federal Express and telephone charges were omitted	+ 33,660
Reduced labor effort of \$20,000 and travel of 60,000 for Johnson, Johnson & Roy	- 80,000
Delete Computer Graphics Document Courier which was duplicated with a person in security	- 100,800
On-site Field Representation used 4% in lieu of 8% escalation per year which is to be increased.	+ 240,000*

\*SEE REVISED SHEETS

CIA HEADQUARTERS  
 LANGLEY, VIRGINIA  
 SCHEMATIC DESIGN PHASE  
 POWER HOUSE  
 PROPOSED FEE BREAKDOWN\*\*

A.	Direct Costs						
1.	Principal		MH@	34.30	=	\$	
2.	Project Manager	575	MH@	22.05	=	\$	12,679
3.	Designers		MH@	21.40	=	\$	
4.	*Draftsmen/Technician		MH@	12.25	=	\$	
5.	Architects	230	MH@	18.10	=	\$	4,163
6.	*Draftsmen/Technician		MH@	12.25	=	\$	
7.	Equipment Specialists		MH@	15.30	=	\$	
8.	*Draftsmen/Technician		MH@	12.25	=	\$	
9.	Civil Engineers	115	MH@	18.10	=	\$	2,082
10.	*Draftsmen/Technician		MH@	12.25	=	\$	
11.	Structural Engineers	460	MH@	19.45	=	\$	8,947
12.	*Draftsmen/Technician		MH@	12.25	=	\$	
13.	Mechanical Engineers	1,725	MH@	19.75	=	\$	34,069
14.	*Draftsmen/Technician		MH@	12.25	=	\$	
15.	Electrical Engineers	575	MH@	18.40	=	\$	10,580
16.	*Draftsmen/Technician		MH@	12.25	=	\$	
17.	Technical Typist	115	MH@	7.60	=	\$	874
18.	Technical Assistants	115	MH@	8.95	=	\$	1,029
19.	Graphics/Signage		MH@	11.45	=	\$	
20.	Specifications		MH@	18.40	=	\$	
21.	Interiors		MH@	17.60	=	\$	
22.	Specialists	460	MH@	20.60	=	\$	9,476
23.	Transportation		MH@	20.70	=	\$	
	TOTAL DIRECT COSTS					\$	83,899
B.	Overhead on Direct Costs 53%					\$	44,466
C.	Material Costs (See Design Phase Material Costs)					\$	
D.	General and Administrative Costs 88%					\$	73,831
E.	Travel Costs (See Design Phase Travel Costs)					\$	
F.	Other Significant Costs (See Design Phase Consultants)					\$	
	TOTAL A THROUGH F					\$	202,196
G.	Profit 10%					\$	20,220
	TOTAL FEE					\$	222,416

\*This classification includes junior and intermediate designers, architects and engineers.

REVISED 9/8/82

CIA HEADQUARTERS  
 LANGLEY, VIRGINIA  
 PRELIMINARY DESIGN PHASE  
 POWER HOUSE  
 PROPOSED FEE BREAKDOWN\*\*

A. Direct Costs					
1.	Principal		MH@ 35.60	=	\$
2.	Project Manager	500	MH@ 22.90	=	\$ 11,450
3.	Designers		MH@ 22.20	=	\$
4.	*Draftsmen/Technician		MH@ 12.70	=	\$
5.	Architects	350	MH@ 18.80	=	\$ 6,580
6.	*Draftsmen/Technician		MH@ 12.70	=	\$
7.	Equipment Specialists		MH@ 15.90	=	\$
8.	*Draftsmen/Technician		MH@ 12.70	=	\$
9.	Civil Engineers	150	MH@ 18.80	=	\$ 2,820
10.	*Draftsmen/Technician		MH@ 12.70	=	\$
11.	Structural Engineers	600	MH@ 20.20	=	\$ 12,120
12.	*Draftsmen/Technician	240	MH@ 12.70	=	\$ 3,048
13.	Mechanical Engineers	1,500	MH@ 20.50	=	\$ 30,750
14.	*Draftsmen/Technician	2,400	MH@ 12.70	=	\$ 30,480
15.	Electrical Engineers	900	MH@ 19.10	=	\$ 17,190
16.	*Draftsmen/Technician	600	MH@ 12.70	=	\$ 7,620
17.	Technical Typist	600	MH@ 7.90	=	\$ 4,740
18.	Technical Assistants	600	MH@ 9.30	=	\$ 5,580
19.	Graphics/Signage		MH@ 11.90	=	\$
20.	Specifications	1,000	MH@ 19.10	=	\$ 19,100
21.	Interiors		MH@ 18.30	=	\$
22.	Specialists	500	MH@ 21.40	=	\$ 10,700
23.	Transportation		MH@ 21.50	=	\$
TOTAL DIRECT COSTS					\$162,178
B. Overhead on Direct Costs 53%					\$ 85,954
C. Material Costs (See Design Phase Material Costs)					\$
D. General and Administrative Costs 88%					\$142,717
E. Travel Costs (See Design Phase Travel Costs)					\$
F. Other Significant Costs (See Design Phase Consultants)					\$
TOTAL A THROUGH F					\$390,849
G. Profit 10%					\$ 39,085
TOTAL FEE					\$429,934

\*This classification includes junior and intermediate designers, architects and engineers.

\*\*Base 1983 Rate

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CIA HEADQUARTERS  
 LANGLEY, VIRGINIA  
 CONSTRUCTION DOCUMENTS PHASE  
 POWER HOUSE  
 PROPOSED FEE BREAKDOWN\*\*

A. Direct Costs				
1.	Principal		MH@ 37.34	= \$
2.	Project Manager	1,000	MH@ 23.98	= \$ 23,980
3.	Designers		MH@ 23.22	= \$
4.	*Draftsmen/Technician		MH@ 13.30	= \$
5.	Architects	400	MH@ 19.70	= \$ 7,880
6.	*Draftsmen/Technician	400	MH@ 13.30	= \$ 5,320
7.	Equipment Specialists		MH@ 16.68	= \$
8.	*Draftsmen/Technician		MH@ 13.30	= \$
9.	Civil Engineers	200	MH@ 19.70	= \$ 3,940
10.	*Draftsmen/Technician	100	MH@ 13.30	= \$ 1,330
11.	Structural Engineers	500	MH@ 21.16	= \$ 10,580
12.	*Draftsmen/Technician	200	MH@ 13.30	= \$ 2,660
13.	Mechanical Engineers	2,750	MH@ 21.46	= \$ 59,015
14.	*Draftsmen/Technician	6,000	MH@ 13.30	= \$ 79,800
15.	Electrical Engineers	2,100	MH@ 20.00	= \$ 42,000
16.	*Draftsmen/Technician	2,000	MH@ 13.30	= \$ 26,600
17.	Technical Typist	500	MH@ 8.26	= \$ 4,130
18.	Technical Assistants	500	MH@ 9.72	= \$ 4,860
19.	Graphics/Signage		MH@ 12.50	= \$
20.	Specifications	1,500	MH@ 20.00	= \$ 30,000
21.	Interiors		MH@ 19.20	= \$
22.	Specialists	800	MH@ 22.42	= \$ 17,936
23.	Transportation		MH@ 22.52	= \$
TOTAL DIRECT COSTS				\$ 320,031
B. Overhead on Direct Costs 53%				\$ 169,616
C. Material Costs (See Design Phase Material Costs)				\$
D. General and Administrative Costs 88%				\$ 281,627
E. Travel Costs (See Design Phase Travel Costs)				\$
F. Other Significant Costs (See Design Phase Consultants)				\$
TOTAL A THROUGH F				\$ 771,274
G. Profit 10%				\$ 77,127
TOTAL FEE				\$ 848,401

\*This classification includes junior and intermediate designers, architects and engineers.

\*\*Rate at 40% 1983 + 60% 1984.

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\*This classification includes junior and intermediate designers, architects and engineers.

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CIA HEADQUARTERS  
 LANGLEY, VIRGINIA  
 RECORD DOCUMENTS  
 PROPOSED FEE BREAKDOWN\*\*

A. Direct Costs				
1.	Principal		MH@ 48.60	= \$
2.	Project Manager	120	MH@ 31.10	= \$ 3,732
3.	Designers		MH@ 30.10	= \$
4.	*Draftsmen/Technician		MH@ 17.30	= \$
5.	Architects	150	MH@ 25.60	= \$ 3,840
6.	*Draftsmen/Technician	516	MH@ 17.30	= \$ 8,927
7.	Equipment Specialists	50	MH@ 21.70	= \$ 1,085
8.	*Draftsmen/Technician	80	MH@ 17.30	= \$ 1,384
9.	Civil Engineers	110	MH@ 25.60	= \$ 2,816
10.	*Draftsmen/Technician	162	MH@ 17.30	= \$ 2,803
11.	Structural Engineers	80	MH@ 27.40	= \$ 2,192
12.	*Draftsmen/Technician	250	MH@ 17.30	= \$ 4,325
13.	Mechanical Engineers	380	MH@ 27.90	= \$ 10,602
14.	*Draftsmen/Technician	700	MH@ 17.30	= \$ 12,110
15.	Electrical Engineers	240	MH@ 26.00	= \$ 6,240
16.	*Draftsmen/Technician	574	MH@ 17.30	= \$ 9,930
17.	Technical Typist	120	MH@ 10.80	= \$ 1,296
18.	Technical Assistants		MH@ 12.60	= \$
19.	Graphics/Signage	40	MH@ 16.20	= \$ 648
20.	Specifications	80	MH@ 26.00	= \$ 2,080
21.	Interiors		MH@ 25.00	= \$
22.	Specialists	80	MH@ 29.20	= \$ 2,336
23.	Transportation	80	MH@ 29.30	= \$ 2,344
24.	Computer Operator	2,080	MH@ 17.30	= \$ 35,984
TOTAL DIRECT COSTS				\$ 114,674
B. Overhead on Direct Costs 53%				\$ 60,777
C. Material Costs				\$ 40,624
D. General and Administrative Costs 88%				\$ 100,913
E. Travel Costs				\$ 327,652
F. Other Significant Costs***				\$ 53,800
TOTAL A THROUGH F				\$ 698,440
G. Profit 10%				\$ 69,844
TOTAL FEE				\$ 768,284

\*This classification includes junior and intermediate designers, architects and engineers.

\*\*Base 1987 Rate

\*\*\*Telephone calls, mailings and other material costs from Detroit to Washington are included under the Construction Administration Phase of this proposal.

REVISED 9/8/82



CIA HEADQUARTERS  
 LANGLEY, VIRGINIA  
 CONSTRUCTION ADMINISTRATION (OPTION)  
 ON-SITE FIELD REPRESENTATION  
 PROPOSED FEE BREAKDOWN

A.	Direct Costs			
1.	Principal	MH@	=	\$
2.	Project Manager	MH@	=	\$
3.	Designers	MH@	=	\$
4.	*Draftsmen/Technician	MH@	=	\$
5.	Architects	MH@	=	\$
6.	*Draftsmen/Technician	MH@	=	\$
7.	Equipment Specialists	MH@	=	\$
8.	*Draftsmen/Technician	MH@	=	\$
9.	Civil Engineers	MH@	=	\$
10.	*Draftsmen/Technician	MH@	=	\$
11.	Structural Engineers	MH@	=	\$
12.	*Draftsmen/Technician	MH@	=	\$
13.	Mechanical Engineers	MH@	=	\$
14.	*Draftsmen/Technician	MH@	=	\$
15.	Electrical Engineers	MH@	=	\$
16.	*Draftsmen/Technician	MH@	=	\$
17.	Technical Typist	MH@	=	\$
18.	Technical Assistants	MH@	=	\$
19.	Graphics/Signage	MH@	=	\$
20.	Specifications	MH@	=	\$
21.	Interiors	MH@	=	\$
22.	Specialists	MH@	=	\$
23.	Transportation	MH@	=	\$
	TOTAL DIRECT COSTS			\$ 841,720
B.	Overhead on Direct Costs 53%			\$ 446,112
C.	Material Costs			\$ 0
D.	General and Administrative Costs 60%			\$ 505,032
E.	Travel Costs			\$ 163,880
F.	Other Significant Costs			\$ 0
	TOTAL A THROUGH F			\$1,956,744
G.	Profit			\$ 195,674
	TOTAL FEE			\$2,152,418

\*This classification includes junior and intermediate designers, architects and engineers.

REVISED 9/8/82

CIA HEADQUARTERS  
 LANGLEY, VIRGINIA  
 PROPOSED FEE BREAKDOWN  
 FOR  
 FIELD REPRESENTATION  
 (OPTION)

A. Direct Costs

• Mobilization Time (12-4-83 thru 1-1-84)	160 MH @ 8.50 =	1,360
• On-site Clerical Support (1-1-84 thru 12-30-84)	2080 MH @ 9.20 =	19,136
• On-Site Clerical Support (12-30-84 thru 12-29-85)	2080 MH @ 9.90 =	20,592
• On-site Clerical Support (12-29-85 thru 12-28-85)	2080 MH @ 10.70 =	22,256
• On-site Clerical Support (12-28-86 thru 6-28-87)	1040 MH @ 11.60 =	12,064
• Demobilization Time (6-28-87 thru 7-26-87)	160 MH @ 11.60 =	<u>1,856</u>
		77,264
• Mobilization Time (12-4-83 thru 1-1-84)	160 MH @ 19.20 =	3,072
• On-site Field Representative(1-1-84 thru 12-30-84)	2080 MH @ 20.70 =	43,056
• On-site Field Representative(12-30-84 thru 12-29-85)	2080 MH @ 22.40 =	46,592
• On-site Field Representative (12-29-85 thru 12-28-86)	2080 MH @ 24.20 =	50,336
• On-site Field Representative (12-28-86 thru 6-28-87)	1040 MH @ 26.10 =	27,144
• Demobilization Time (6-28-87 thru 7-26-87)	160 MH @ 26.10 =	<u>4,176</u>
		174,376
• Mobilization Time (6-3-84 thru 7-1-84)	160 MH @ 20.70 =	3,312
• On-site Field Representative (7-1-84 thru 12-30-84)	1040 MH @ 20.70 =	21,528
• On-site Field Representative (12-30-84 thru 12-29-85)	2080 MH @ 22.40 =	46,592
• On-site Field Representative (12-29-85 thru 12-28-86)	2080 MH @ 24.20 =	50,336
• On site Field Representative (12-28-86 thru 6-28-87)	1040 MH @ 26.10 =	27,144
• Demobilization Time (6-28-87 thru 7-26-87)	160 MH @ 26.10 =	<u>4,176</u>
		153,088

REVISED 9/8/82

• Mobilization Time (6-3-84 thru 7-1-84)	160 MH @ 19.70	=	3,152
• On-site Field Representative (7-1-84 thru 12-30-84)	1040 MH @ 19.70	=	20,488
• On-site Field Representative (12-30-84 thru 12-29-85)	2080 MH @ 21.30	=	44,304
• On-site Field Representative (12-29-85 thru 12-28-86)	2080 MH @ 23.00	=	47,840
• On-site Field Representative (12-28-86 thru 6-28-87)	1040 MH @ 24.90	=	25,896
• Demobilization Time (6-28-87 thru 7-26-87)	160 MH @ 24.90	=	<u>3,984</u>
			\$145,664

• Mobilization Time (6-3-84 thru 7-1-84)	160 MH @ 19.70	=	3,152
• On-site Field Representative (7-1-84 thru 12-30-84)	1040 MH @ 19.70	=	20,488
• On-site Field Representative (12-30-84 thru 12-29-85)	2080 MH @ 21.30	=	44,304
• On-site Field Representative (12-29-85 thru 12-28-86)	2080 MH @ 23.00	=	47,840
• On-site Field Representative (12-28-86 thru 6-28-87)	1040 MH @ 24.90	=	25,896
• Demobilization Time (6-28-87 thru 7-26-87)	160 MH @ 24.90	=	<u>3,984</u>
			\$145,664

• Mobilization Time (6-3-84 thru 7-1-84)	160 MH @ 19.70	=	3,152
• On-site Field Representative (7-1-84 thru 12-30-84)	1040 MH @ 19.70	=	20,488
• On-site Field Representative (12-30-84 thru 12-29-85)	2080 MH @ 21.30	=	44,304
• On-site Field Representative (12-29-85 thru 12-28-86)	2080 MH @ 23.00	=	47,840
• On-site Field Representative (12-28-86 thru 6-28-87)	1040 MH @ 24.90	=	25,896
• Demobilization Time 6-28-87 thru 7-26-87)	160 MH @ 24.90	=	<u>3,984</u>
			\$145,664

Total Direct Costs	\$841,720
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B. Overhead on Direct Costs 53%	446,112
C. Material Costs	-0-
D. General and Administrative Costs 60%	505,032
E. Travel Costs	163,880
F. Other Significant Costs	<u>-0-</u>

Total A thru F	\$1,956,744
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G. Profit	<u>195,674</u>
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Total Fee	\$2,152,418
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REVISED 9/8/82

## PROPOSAL ASSUMPTIONS - DESIGN PHASE

The following assumptions and their related cost impact were made in preparation of the proposal.

ASSUMPTION	COST \$
1. Program Management - time was included in design phase due to request for Principle to attend some meetings and due to large amount of progress reporting and meetings.	575,000
2. Office Layout Design (Schematic, Preliminary & Construction Document Phases) - documents owner furnished equipment and furnishings which are not included in the \$162M construction budget	563,053
3. Office Layout "Fit-up" Phase is undertaken in Washington due to restricted nature in information being documented. This 54 week effort in 1985 occurs during construction, to allow the latest possible CIA input to the final office layout design and includes revisions to past work.	Labor 996,384 Material 50,359 Travel 833,730
4. Soil relocation study is included in schematic and preliminary phases.	15,000
5. Fire Protection documentation of all sprinkler heads and piping was included but piping could be deleted and replaced with a performance specification with final documentation in the "As Built" drawings.	125,000
6. A central control and monitoring system to monitor energy management was included in the Power House but is not listed in the Scope of Work.	30,000
7. Scheduling and reporting the project status during design will require a full time person.	300,000
8. Cost control effort beyond basic need is included at	100,000
9. Power House design is based upon complete and phased replacement of all equipment within the existing Power House building without interruption to essential services as outlined in the Master Plan which is required in the STATEMENT OF WORK. The solution selected in the Master Plan is the most engineering intensive of all of the alternatives studied.	

## ATTACHMENT B

## PROPOSAL ASSUMPTIONS - CONSTRUCTION PHASE

The following assumptions and their related cost impact were made in preparation of the proposal.

ASSUMPTION	COST \$	
1. Project Management - Time was included for periodic project review by the Executive in Charge and a full time Project Manager with overall management responsibility of both the Detroit and Washington staff. Two trips a month are included to the job site during construction.	Travel Labor	99,000 659,400
2. Construction Administration services include two trips per week of a two day duration for design staff to review the construction activity as required to assure that all design requirements are being met.	Travel	366,538
3. Record Documents (As Builts) will be prepared at the CIA office in the last half of 1987 using the computer data base and drafting on sheets not prepared by the computer. This creates additional travel costs due to security.		360,417

## SECURITY COSTS

Security requirements generated costs far in excess of our expectations. Some of these costs are not readily evident in the proposal so they are summarized below.

Security - processing, physical in Design Phase	725,600
Security - processing, physical in Construction Phase	254,251
Computer Graphics - staffing inefficiency in Design Phase	255,002
Computer Graphics - travel to set up remote station in Washington in Design Phase	6,281
Computer Graphics - SH&G and Washington systems and maintenance in Design Phase	1,092,784
Computer Graphics - Labor and maintenance of SH&G and Washington systems in Construction Phase	345,528
Office Layout Design - Fit-up Phase Washington Computer and maintenance	939,257
(1) Office Layout Design - Fit-up Phase Travel and Subsistence 757,937	833,730
(2) Record Documents - Travel and Subsistence 327,652 in Construction Phase	360,417
Record Documents - Computer maintenance 53,800 in Construction Phase	<u>59,190</u>
TOTAL	4,872,030

- (1) Secured nature of material being documented required computer graphics storage at CIA not at SH&G thus requiring all Fit-up work to be undertaken in Washington.
- (2) All Record Documents (As-builts) will be documented in the last 6 months of 1987 by SH&G staff in Washington due to secured nature of information.

## ATTACHMENT D

## DESIGN PHASE SERVICE FEE BREAKDOWN PER PROPOSAL

ACTIVITY	BASIC FEE LABOR	ADDITIONAL SERVICES LABOR	MATERIALS	TRAVEL	OTHER	TOTAL
Headquarters Bldg.	4,958,376					4,958,376
Parking Deck	502,018					502,018
Site	500,464					500,464
Power House	2,014,791					2,014,791
Visitors Center	105,228					105,228
Office Layouts Sch. Prelim & CD		518,032	31,118	13,903		563,053
Fit-Up		996,384	50,359	833,730	939,258	2,819,731
Program Mgmt.	528,144			46,890		575,034
Value Eng.		123,056	924	31,429	660	156,069
RFI Shielding		84,291	141	3,739	440	88,611
M & E Availability		46,042	2,625		165	48,832
Security		615,137	6,930	9,373	94,160	725,600
Computer Graphics	250,000	410,081	32,147	6,281	1,092,784	1,791,293
Materials			395,074			395,074
Travel				126,453		126,453
Consultants	200,000				1,411,414	1,611,414
Total Basic Services	9,059,021					
Total Additional Services			7,923,022			
Total Design Phase Services						16,982,043

## CONSTRUCTION PHASE SERVICE FEE BREAKDOWN PER PROPOSAL

ACTIVITY	BASIC FEE	ADDITIONAL SERVICES LABOR	MATERIALS	TRAVEL	OTHER	TOTAL
Const. Admin.		1,446,911	22,360	366,538	80,124	1,915,933
Field Rep.		1,732,943		179,168		1,912,111
Proj. Mgmt.		983,127		98,894		1,082,021
RFI Shielding		7,683		2,696		10,379
Record Doc.		268,680	44,687	360,417	59,180	732,964
Security		236,051		17,650	550	254,251
Comp. Graphics		194,371			151,157	345,528
Consultants					117,616	<u>117,616</u>
Total Construction Phase Services						6,370,803